



**STATE OF TENNESSEE  
OPTIONAL RETIREMENT PROGRAM**



**VERIFICATION OF EMPLOYEE TERMINATION**

If you were a Tennessee Board of Regents employee and you need verification of termination of state employment to qualify for a partial lump sum payment from the ORP, have your last employer complete this form. Then attach this completed form to the partial lump sum distribution request you file with TIAA-CREF, ING, or AIG-VALIC.

(Remember that you must also submit your lifetime payout election at the same time you request a partial lump sum distribution.)

**I. TO BE COMPLETED BY EMPLOYEE**

1. Employee's Name \_\_\_\_\_  
Last First Middle Maiden

2. Employee's Social Security No. \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

3. Employee's Address \_\_\_\_\_  
Street or Rural Route City State Zip Code

**II. TO BE COMPLETED BY TECHNICAL SCHOOL, COLLEGE, OR UNIVERSITY**

1. Last Employer \_\_\_\_\_  
Name of Technical School, College or University

2. This individual's last paid date was/will be \_\_\_\_\_, 20' ' ' .

**III. VERIFICATION**

\_\_\_\_\_  
Signature of Institution's Designated Certifying Official

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date